

# Council Tax

## What you need to know if you receive a Summons

**Important** – costs of £109 have been added to your Council Tax account because you have not paid in accordance with the Council Tax notices issued to you. If the Magistrates grant a Liability Order at the Hearing then further costs of £12 will be added. Costs added to your account cannot be withdrawn.

**You must now pay the full amount shown on the Summons including the £109 costs.**

**If you do not contact the Council before a Liability Order is granted then your account will be passed to the Enforcement Agents without further notice to you.**

### Disagree with the amount charged?

If you disagree with the amount of Council Tax charged contact the Council Tax Team immediately.

### Want to make an arrangement to pay?

If you want to make an arrangement to pay contact the Council Tax Team immediately.

**Contact us immediately—do not leave it until the day of the Hearing or the day before to contact us as we may not have time to make a decision.**

### Will costs be withdrawn?

Costs are payable in all cases including where applications have been made for reductions, there is dispute over receipt of notices, unable to pay and payment crossed in the post.

It is your responsibility to contact us to inform us of changes that affect your liability as soon as the change happens.

It is your responsibility to ensure the Council receives payment in accordance with the notices sent to you.

### What if I did not receive any other notices?

Our responsibility is to ensure that recovery notices are correctly issued and our records updated. The responsibility for delivery rests with Royal Mail.

### How can I stop the Court Hearing?

The action will be stopped if the total amount of Council Tax and the costs of £109.00 are paid in full before the date of the Court Hearing.

### Do I need to attend the Court Hearing?

No you do not need to attend the hearing but you must contact the Council Tax Team before the hearing date.

If the full amount of Council Tax and costs is not paid before the hearing date, the court hearing will go ahead. The Magistrates will be asked to grant the Council a Liability Order. When a Liability Order is granted, you will have to pay another £12.00 in costs. If you have not contacted the Council, your account will proceed to Enforcement.

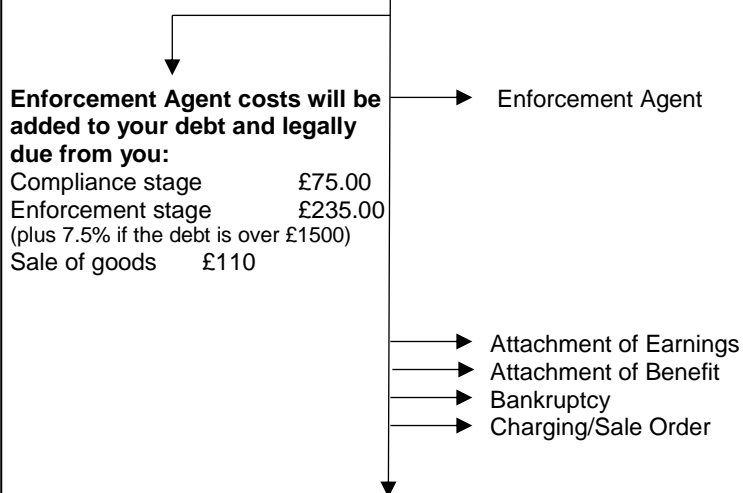
## Recovery Process

**Summons issued**  
Costs incurred £109



**Liability Order obtained at Magistrates' Court**  
Court Costs incurred £12

The next course of action will be one of the following, whichever we decide is appropriate and efficient in enabling the debt to be repaid. Once these actions are started we will be unable to discuss other repayment options.



**Committal Hearing (where bailiff action is unsuccessful)**

**Costs incurred**

Committal warrants	£245.00
Bail & no bail warrants	£75.00

### Commit to Prison

Up to the Committal Hearing mutually acceptable arrangements may be made. It is usually not appropriate to make arrangements once a taxpayer has been seen by the Magistrates at the Committal Hearing as the matter is taken over by the Court.

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call 020 8547 5000 or ask someone to call on your behalf.

Our recovery policy is set in accordance with the Council Tax regulations and ensures that all taxpayers are treated fairly and objectively. A balanced and considered view is taken to those with special needs.